

Non-Alarmed, Low Complexity Building Site Specific Emergency Training

For

New Resident & Annual Refresher Training Acknowledgment

Training Requirements

All LANL employees are required to receive and understand site-specific emergency training. ***It is Group Management's responsibility to ensure that the annual emergency site-specific training requirements are met.*** After you have read the "Emergency Evacuation Plan For Non-Alarmed, Low Complexity Buildings" and completed the training acknowledgement, you will have completed your site-specific emergency training responsibilities as a resident employee within FMU-77. Please note that additional site specific training requirements may be necessary if you have an office or a laboratory in an area not covered by this plan.

In order to be effective in remembering these emergency procedures, please take the time to walk the evacuation routes to your assembly areas. Locate the emergency pull boxes and the emergency information maps in your work area, and develop a personal emergency action plan in your mind, as to what your response will be in an emergency situation.

Note: Please copy a completed "Acknowledgment Form" (found at the end of this document) and send to your organization's Training Representative.

The following sections are included in this document:

- Scope
- Notification Procedure
- General Evacuation Procedure
- Handicapped Employee/Visitor Evacuation Procedure
- Evacuation Sweep Procedure
- Accountability Procedure
- Return to Normal Operations/Reentry Procedures
- Spill & Containment Procedure
- Training Acknowledgment

Scope

This plan applies to the following buildings in FMU 77. These are non-alarmed, low complexity buildings.

TA3 , Buildings: 546, 1522, 1530, 1533, 1578, 1701, 1730, 1731, 1789, 2018, 2237

TA35, Buildings: 242, 255, 256, 258, 484

Notifications Procedure

Upon noticing any situation that is perceived to be capable of causing immediate harm to people, property, or the environment, anybody can and should, communicate to the building tenants that an evacuation is necessary and everyone should evacuate immediately

- Call 911 if :
 - Emergency response personnel are needed (i.e., paramedics)
 - A building was evacuated due to smoke or other hazardous conditions. Give the 911 operator any information gathered during the sweep and evacuation (i.e., workers cut a power line)
 - A suspicious package has been found.
- Notify Line management. Line Management will notify the designated Facility Manager or Designee.
- Notify any adjacent buildings that are imminently threatened.

NOTE: On any phone call to 911, 667-7080 (the Central Alarm Station), the Central Alarm station notifies EM&R. If none of these actions were taken, personnel should call EM&R directly at 667-6211.

General Evacuation Procedures

Building evacuations may be initiated due to fire, hazardous material releases, bomb threats, or any other situation that may place the occupants of a building at risk of harm. These buildings do not have audible alarms thus, a verbal notification or the presence of smoke or other obvious hazards may indicate the need to evacuate.

When any building is evacuated, the facility manager and/or the incident commander will assess the situation and determine if the evacuation of the adjacent structures is necessary and will initiate the evacuation of additional areas as needed.

It is each building occupant's responsibility to be familiar with their evacuation routes and the location of their assembly area prior to an actual emergency. Postings within each structure show the location of the assembly area, and evacuation routes. If it is evident due to smoke or other hazards that the normal assembly area is unsafe, then an alternative location should be sought out.

The following evacuation procedures should be followed:

- If safe to do so with minimal delay in exiting:
 - Turn off electrical equipment.
 - Place hazardous operations or materials into a safe standby mode.
 - Close your windows.
- Exit the room and close the door behind you. If possible, leave your doors unlocked, this greatly speeds access by emergency responders if needed. (The responders do not have keys to your work areas).
- Conduct a sweep along the route between your location and the building exit (see sweep procedure).
- Do not carry coffee, food, soft drinks, or items that if dropped could inhibit safe egress and cause slips, trips, or falls.
- Walk to the designated assembly area via the designated route. If the route is blocked by unsafe conditions, take the nearest safe path out of the building.
- Escort visitors and contractors to your assembly area.
- Do not reenter the building or your work area once you have exited.
- Do not smoke while your are leaving a building or at an assembly area.
- Be aware of and give the right-of-way to responding emergency vehicles and personnel.
- Any operation left in a hazardous mode must be reported to the emergency responders.
- Remain at the assembly area for further instructions or the "All Clear" signal is given by the Incident Commander or a representative of the Facility Management Unit.

Handicapped Employee/Visitor Evacuation Procedure

Any employee having a permanent or temporary handicap that would hinder their timely evacuation must notify their supervisor accordingly. The supervisor will assign a co-worker(s) and an alternate to assist that employee during evacuation. If emergency responder assistance is required, the assigned assistant shall immediately notify the assembly point leader so that personnel and equipment can be immediately requested through the Incident Commander.

A handicapped visitor is the responsibility of his/her escort. When evacuation is required, the escort will assist the visitor out of the building to the assembly area.

Evacuation Sweep Procedures

During an evacuation, a building sweep is conducted in order to account for personnel. This specific procedure applies to low hazard, low occupancy, non-alarmed buildings where a sweep is easily carried out by the building occupants as they evacuate. Sweeps are not to be carried out if there are unsafe conditions such as smoke, fire, or hazardous materials releases along the sweep route, or route blockage would force the sweeper deeper into the building. No one except trained and properly equipped emergency responders are to reenter a building to perform a sweep.

Each occupant of the building should sweep the areas between their location and the nearest building exit. Someone at the evacuation assembly area must take responsibility for collecting information to account for personnel (if present this should be the senior line manager). In addition to the sweep, employee rosters and visitor logs can be useful sources of information in accounting for people and assessing the status of the evacuation. The status of the evacuation must be communicated to the emergency responders.

The following Sweep Procedures should be followed:

- In an evacuation of the building, each building occupant should sweep the area between their location and the nearest exit.
- Knock LOUDLY on closed doors and close any open doors (if possible please leave doors unlocked).
- Instruct any lingering occupants to evacuate the building immediately.
- Exit the building using the designated evacuation route and proceed to the assembly area.
- Report any emergency information to the senior person at the assembly point.
- The assembly point leader will report the evacuation status to the emergency responders.

Accountability Procedure

All building personnel should report to the designated assembly area upon evacuating the building. At the assembly area, the assembly point leader (the assembly point leader is assumed by the first person who arrives at the assembly area) will question the location of those not reporting to the assembly area and as to any hazardous conditions noticed upon evacuation. The assembly point leader will then relay the information to the facility

representative at the Command Post. If a facility representative is not present at the Command Post, information should be relayed directly to the Incident Commander.

Return to Normal Operations/Reentry Procedures

Reentry is the first entry made after evacuation in order to perform mitigation or determine that the area is safe for personnel to return to the building. This must **ONLY** be done by emergency response personnel at the direction of the Incident Commander. This decision will be made in conjunction with the facility representative at the Command Post and with as much information available on building hazards, the incident, and safety considerations.

Return to normal operations is the point in an incident when the Incident Commander turns the facility back over to facility management. The facility representative must participate in a face-to-face briefing with the Incident Commander to determine any recovery tasks that may still need to be accomplished as a result of the incident. The responsible facility representative will then direct personnel when to return to the building.

Spill & Containment Procedures

- Get away (uphill, upwind)
- Isolate the area
- Identify the hazard
- Call 911 or, if not life threatening, call EM&R (667-6211)

Training Acknowledgment

Date _____

Organization _____

Work Station Location TA____ Bldg.____ Room _____

Employee Signature _____

Printed Name _____

Z# _____

Organizational Line Manager _____

NOTICE TO ORGANIZATIONAL TRAINING REPRESENTATIVES

This completed Acknowledge Form must be kept on file (for every employee) in you Organization's Records. In the event of an audit, this compliance document may be requested.